



Form No. 3 SPC
(A/02-09)

Town of Spencer
90 N West Street
Spencer, Indiana 47460
Phone (812) 829-3213

INSTRUCTIONS

Fill out the Application for Variance in its entirety. Information regarding the property can be verified in the office of the Owen County Auditor. After preparation of the application return the application to the Spencer Town Clerk/Treasurer at least 15 days prior to the next regularly scheduled meeting of the Board of Zoning Appeals.

Variance Request No.

TOWN OF SPENCER BOARD OF ZONING APPEALS VARIANCE APPLICATION

This application must be submitted with the required application fee. All fees are non-refundable regardless of the outcome of the request.

Has any construction started on the project which is the subject of this variance? ☐ YES ☐ NO

Has a stop work order been issued by the Owen County Building Department for the project that is the subject of this variance? ☐ YES ☐ NO

APPLICANTS

Name:

Address:

City:

State:

Zip Code:

Telephone #:

FAX #:

Email:

OWNERS AS SHOWN ON COUNTY TAX RECORDS

Name:

Address:

City:

State:

Zip Code:

Telephone #:

FAX #:

Email:

PROPERTY INFORMATION

Property Address:

Parcel#

Lot Size/Acreage:

Zoning Classification:

Current use of premises:

Proposed use of premises:

Is this property located in a subdivision? ☐ YES ☐ NO

Variance Request No. _____

This application is to vary from the terms of Chapter _____ Section _____ of the Town of Spencer Zoning and Subdivision Control Ordinance by allowing the following:

Is the variance request for a

☐ Use Variance

☐ Design Variance

IF APPLYING FOR A USE VARIANCE FILL OUT THE SECTIONS BELOW

I understand that the zoning ordinance does not permit the above change to this property and that in order for this variance to be granted, the request must satisfy all the criteria contained in Title XV, Chapter 152, §152.087. I submit the following grounds for a variance in this case:

The approval will not be injurious to the public health, safety, morals, and general welfare of the community because:

The use and value of the area adjacent to the property included in this variance will not be affected in a substantially adverse manner because:

The need for a variance arises from some condition peculiar to the property involved, and that condition is:

The strict application of the terms of the Zoning Ordinance will constitute an unnecessary hardship if applied to the property for which the variance is sought because:

The approval does not interfere substantially with the Master Plan because:

IF APPLYING FOR A VARIANCE FROM DEVELOPMENTAL STANDARDS FILL OUT THE SECTIONS BELOW

I understand that the zoning ordinance does not permit the above change to this property and that in order for this variance to be granted, the request must satisfy all the criteria contained in Title XV, Chapter 152, §152.088. I submit the following grounds for a variance in this case:

The approval will not be injurious to the public health, safety, morals, and general welfare of the community because:

The use and value of the area adjacent to the property included in this variance will not be affected in a substantially adverse manner because:

The strict application of the terms of the Zoning Ordinance will result in practical difficulties in the use of the property because:

I swear or affirm under the penalties for perjury, that the foregoing representations are true to the best of my knowledge and belief.

Applicant Signature

Date

Printed Name

Variance Request No.

I authorize this application and authorize the Board of Zoning Appeals, its staff, and such other persons as the staff may deem appropriate to enter upon the property involved in this request for the purpose of analyzing this request.

Owner Signature

Date

Printed Name

Owner Signature

Date

Printed Name

*The following documentation is to be supplied at the time of submission of the variance application:

- ☐ Deed
- ☐ Site Plan (must include any property improvements, septic placement, setbacks, and any other intended uses)
- ☐ Certified List of adjacent landowners
- ☐ Authorization of Owner, if not fee simple owner
- ☐ Copy of Restrictive Covenants if property is in subdivision
- ☐ Application Fee (Non-refundable)

OFFICE USE ONLY

If Necessary, Health Board Approval? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Recommendations or Requirements:	
<hr/>	
Initial on-site inspection complete? <input type="checkbox"/> YES <input type="checkbox"/> NO	By Whom: _____
Recommendations or Requirements:	
<hr/>	

Legal Notice Example

LEGAL NOTICE
BOARD OF ZONING APPEALS

The Town of Spencer Board of Zoning Appeals will meet on the _____ day of _____, 20____
at _____ : _____ o'clock a.m./ p.m in the Spencer Municipal Building, 90 N West Street, Spencer,
Indiana in order to hear the following application:

Variance Request No. _____

A request for a variance concerning Title _____ Chapter _____ section _____ of the Spencer
Town Code in order to _____

This application for a variance may be examined in the office of the Town Clerk/Treasurer
Spencer Municipal Building, 90 N West Street, Spencer, Indiana, 47460.

Interested parties may offer an oral opinion at the Hearing or may file a written comment
concerning the matter to be heard prior to the Hearing.

Petitioner(s) Name

Date

Notice to Adjacent Landowners Example

Date

VIA CERTIFIED MAIL

Name of Adjacent Property Owner

Address

City, State, Zip

RE: Variance Application for [state reason for variance]

Dear Name:

Petitioner will be appearing on the day of , 20 at : o'clock
a.m./ p.m before the Town of Spencer Board of Zoning Appeals to discuss Variance Request
No. . A request for a variance concerning Title Chapter section of the
Spencer Town Code in order to .

This application for a variance may be examined in the office of the Town Clerk/Treasurer,
Spencer Municipal Building, 90 N West Street, Spencer, Indiana 47460.

As an interested party and adjacent owner you are invited to attend the meeting at said
date and time to voice your approval or any concerns that you may have regarding this matter.

Thank you for attention to this matter herein.

Sincerely,